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|-----------------------|-------------------|
| Date _____ | Received by _____ |
| Tracking Number _____ | |

LAND-USE REQUESTS APPLICATION

LAND-USE PROCESS

| APPLICANT RESPONSIBILITIES | CITY ACTIONS | NOTES |
|---|---|--|
| Schedule a pre-application conference with the CPC staff. | | The applicant or agent must meet with CPC staff to review the application. |
| Perform NPP Outreach | | Staff will explain requirements including Neighborhood Participation Program outreach in pre-app meeting. |
| Submit Application to CPC Staff. | Review application/Return if incomplete | All applications must be completed before being assigned a zoning docket number. |
| | Initiate legally required advertising of request. | Request is advertised 3 times in the newspaper and signs are posted in the vicinity of the request site. |
| Review staff's report prior to the public hearing. | CPC staff prepares a report of your request and forwards it to the Commission and petitioner. | Staff report on your request is forwarded to the Commission and to you prior to the Public Hearing. |
| Attend CPC Public Hearing. | Public Hearing is held approximately 6 weeks after a complete, correct application is received. | Proponents and opponents are allowed to address concerns and issues at the public hearing. |
| | CPC recommendation is forwarded to the City Council with a suggested hearing date. | The staff report (inc. CPC recommendation) is sent to the City Council. The Council schedules a hearing date. |
| | Petitioner and those who spoke at the CPC Hearing are notified by the Clerk of Council of hearing | Clerk of Council notifies proponents and opponents of the scheduled hearing date, - 10 days prior to hearing. |
| Attend City Council Public Hearing (City Hall-City Council Chambers). | City Council takes action | If Council votes for denial, the process ends here. If Council votes for approval, the Council will instruct the City Attorney's Office to prepare an ordinance. Once introduced, it must lay over 21 days before adoption. After adoption, the Mayor signs the ordinance. |

If no site plan or title restriction is required, submit your application for permitting.
If title restrictions are required, submit recorded title restrictions per ordinance to the CPC (and Safety & Permits when applying for permits.)

| | | |
|---|--|--|
| If site plans are required, revised final plans must be submitted to CPC staff within 1 year final ordinance date. | CPC staff verifies compliance, and will finalize the drawings. | The final site plans must contain all required information; all Waivers & Provisos from the Final Ordinance must be listed on the title page. (Submitted in hard-copy, .pdf, <u>and</u> as a .dwg, .dxf or ERSI compatible file. |
| Take 5 copies of the Final CPC Staff-approved plans for recordation Office of Conveyances. | CPC staff will give the applicant one copy of the approved drawings and the transmittal letter authorizing the recordation to the applicant. | CPC staff will notify the applicant when the final plans have been signed. |
| After recordation, the applicant must resubmit 1 recorded copy to CPC & Safety & Permits. | CPC staff will collect one (1) copy of the recorded plans. | Once plans have been recorded, the CPC staff is legally authorized to change the Zoning Map. |

LAND-USE FEE SCHEDULE

Zoning Change:

- Lots 0-4,999 sq ft \$1,000
- Lots 5,000-24,999 sq ft \$2,000
- Lots 25,000-74,999 sq ft \$3,000
- Lots 75,000 sq ft or more \$4,000

Conditional Use:

- Structures between 0-4,999 sq ft \$1,160
- Structures between 5,000-24,999 sq ft \$2,320
- Structures between 25,000-74,999 sq ft \$3,480
- Structures of 75,000 sq ft or more \$4,640

Text Amendment: \$1,500

REQUIRED ATTACHMENTS

| ITEMS NEEDED | TEXT AMENDMENT | ZONING CHANGE | CONDITIONAL USE |
|--|----------------|---------------|-----------------|
| Completed application & Fee | Required | Required | Required |
| Accurate legal description or recent accurate survey of petitioned property | | Required | Required |
| Photographs of the subject site | | Required | Required |
| Names and addresses of adjacent property owners and registered neighborhood and/or civic organizations obtained from CPC | | Required | Required |
| NPP Summary Report (Refer to Neighborhood Participation Guide.) | | Required | Required |
| 2 - 24"x36" copies and 1 digital PDF copy of site, floor, landscaping and elevation plans | | | Required |
| Complete Stormwater Management Plan (where required) | | | Required |



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LAND-USE REQUESTS APPLICATION

Applications must be complete and submitted in person. Faxed, emailed or incomplete applications will not be accepted.

Type of application: Text Amendment Zoning Change Conditional Use/Planned Development

Property Location _____

APPLICANT INFORMATION

Applicant Identity: Property Owner Agent

Applicant Name _____

Applicant Address _____

City _____ State _____ Zip _____

Applicant Contact Number _____ Email _____

PROPERTY OWNER INFORMATION SAME AS ABOVE

Property Owner Name _____

Property Owner Address _____

City _____ State _____ Zip _____

Property Owner Contact Number _____ Email _____

Note: If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.

SPECIFIC ZONING REQUEST

PROPERTY LOCATION

Square Number(s) _____ Lot Number(s) _____

Bounding Streets _____

Zoning (inc Overlay Districts) _____ Municipal District _____

Tax Bill Number _____ Planning District _____

DESCRIPTION OF PROJECT (Attachments are acceptable)



Building/Construction
Related Permit



| |
|------------------------------|
| Date _____ |
| Tracking Number _____ |

LAND-USE REQUESTS APPLICATION

ACKNOWLEDGMENTS

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of Article 4 of the Comprehensive Zoning Ordinance to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner and authorized agent of the area of land described above, hereby submit for your approval the above stated request.

Owner Signature _____ Date _____

Printed Name _____

Agent Signature _____ Date _____

Printed Name _____

STATE OF LOUISIANA, PARISH OF ORLEANS

Before me, the undersigned authority, personally appeared the person(s) whose signature are affixed above, all of the full age of the majority, who declared under oath to me, Notary, that they are the owners or authorized agents of the property described above, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

Sworn to and subscribed before me this _____ day of _____

My Commission expires _____